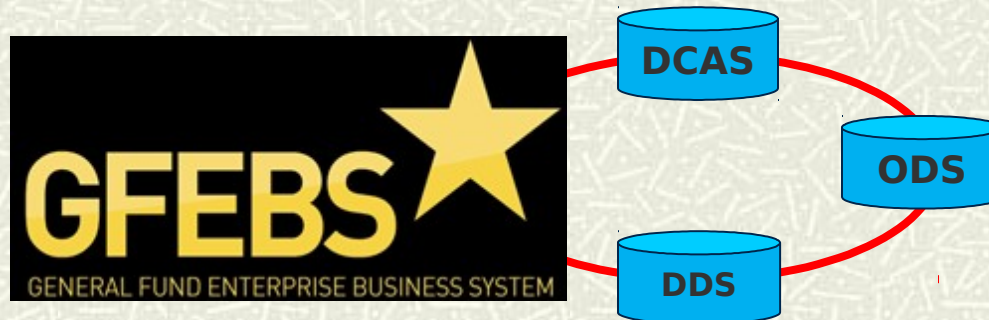




US ARMY FINANCIAL MANAGEMENT COMMAND



GFEBS access and familiarization

United States Army Financial Management Command
(USAFMCOM)
Operational Support Team

Action, Conditions and Standard

- #**ACTION:** log into the General Fund Enterprise Business System (GFEBS) and effectively navigate the Training Environment and applicable training materials
- #**CONDITIONS:** given access to the USAFMCOM GFEBS Training Environment and Army Knowledge Online (AKO) website
- #**STANDARD:** identify and navigate through the different elements and options offered in the main screen of the General Fund Enterprise Business System (GFEBS), the Performance Support Website (PSW) and additional training materials. Utilize shortcuts/tips and successfully access training, walkthrough and job aid materials for each transaction.

Agenda

- ▶ **GFEBS background information**

- ▶ **GFEBS Access and Login**

- ▶ Saving the GFEBS page to AKO favorites
- ▶ Accessing GFEBS through AKO favorites
- ▶ GFEBS Access Screen
 - ▶ Performance Support Website (PSW)
 - ▶ GFEBS environment Log-In

- ▶ **GFEBS Main Body screen and Menus**

- ▶ SAP Easy Access- User Menu
- ▶ SAP Easy Access- SAP Menu
 - ▶ Adding/Changing and accessing Favorite Transactions

Agenda

- ▶ Command Codes, Transaction Codes, Shortcuts and Tips
 - ▶ Command and Transaction Codes
 - ▶ System shortcuts
 - ▶ Status bar Messages
 - ▶ Messages (Error)
 - ▶ System Tips
- ▶ Search and Input Field assistance Tips
 - ▶ Search Windows and Wildcards
- ▶ **GFEBS additional Training tools and resources**
 - ▶ milWiki
 - ▶ GFEBS Public Files
- ▶ **Useful Links**

GFEBS Background Information



Definition - The General Fund Enterprise Business System(GFEBS) is the Army's new web-enabled financial, asset and accounting management system that standardizes, streamlines and shares critical data across the Active Army, the Army National Guard and the Army Reserve. GFEBS will subsume over 80 legacy systems including the Standard Finance System (STANFINS), the most widely used standard accounting system for Army Installations, and the Standard Operation and Maintenance Army Research and Development System (SOMARDS).

System - GFEBS uses Systems Applications and Products in Data Processing (SAP) software, a Commercial Off-the-Shelf Enterprise Resource Planning

GFEBS Background Information (Cont'd)

Goal - The primary goal of GFEBS is to capture transactions and provide reliable data to better enable Army leadership to make decisions in support of the Warfighting effort. The Army GFEBS goals are:

- **Provide decision support information to sustain Army Warfighting capability**
- **Provide analytic data and tools to support Institutional Adaptation**
- **Reduce the cost of business operations**
- **Improve accountability and stewardship**
- **Accomplish and provide complete Auditability**

GFEBS Background Information (Cont'd)

Benefits

- Part of the U.S. Army's Program Executive Office Enterprise Information Systems portfolio
 - Subsumes over 80 Army legacy systems and will eventually manage a budget of over \$140 billion
 - Offers new and improved capabilities for Army-wide interoperability
 - Increases Army Financial Management quality and effectiveness
-

GFEBS Background Information (Cont'd)

Benefits (Cont'd)

- Reduces cycle-time and variance to free human and financial resources for higher priorities
- Provides viewing and determining impacts of financial management decisions alongside budget structure
- Ability to differentiate between immediate funding needs and application of budgets and financial strategies that target near- and long-term demands of Congress, the Army, and the Warfighters they serve



GFEBBS Access and Login

AKO/GFEBS Access

URL: <https://us.army.mil>

This information system is approved for UNCLASSIFIED//FOUO data

AKO ARMY KNOWLEDGE ONLINE **FOUO** **DKO DEFENSE KNOWLEDGE ONLINE** **FOUO**

POWER OF THOR
Airman builds airpower database

Lt. Col. Jenns Robertson, Air and Space Power Strategist at the Air Force Research Institute, researches information for Theater History of Operations at Maxwell Air Force Base Aug. 17. THOR is database of bombs dropped from American military aircraft from World War One through current times. (U.S. Air Force photo by Master Sgt. Michael Voss) (Photo by U.S. Air Force)

YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFO THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY.

By using this IS (which includes any device attached to this IS) the following conditions:

- › The USG routinely intercepts and monitors communication including, but not limited to, penetration testing, COMSEC operations and defense, personnel misconduct (PM), law counterintelligence (CI) investigations.
- › At any time, the USG may inspect and seize data stored on...
- › Communications using, or data stored on, this IS are not for routine monitoring, interception, and search, and may be USG-authorized purpose.
- › This IS includes security measures (e.g., authentication a protect USG interests—not for your personal benefit or pri...
- › Notwithstanding the above, using this IS does not constitute investigative searching or monitoring of the content of pri work product, related to personal representation or service psychotherapists, or clergy, and their assistants. Such co product are private and confidential. See [User Agreement](#)

I Accept

CAC/PIV Login **I don't have a CAC/PIV**

Sign in using your CAC/PIV

Insert your CAC/PIV into the card reader, then Sign in.

Sign in

New to AKO?

Register using y

Choose a digital certificate

Identification

The website you want to view requests identification. Please choose a certificate.

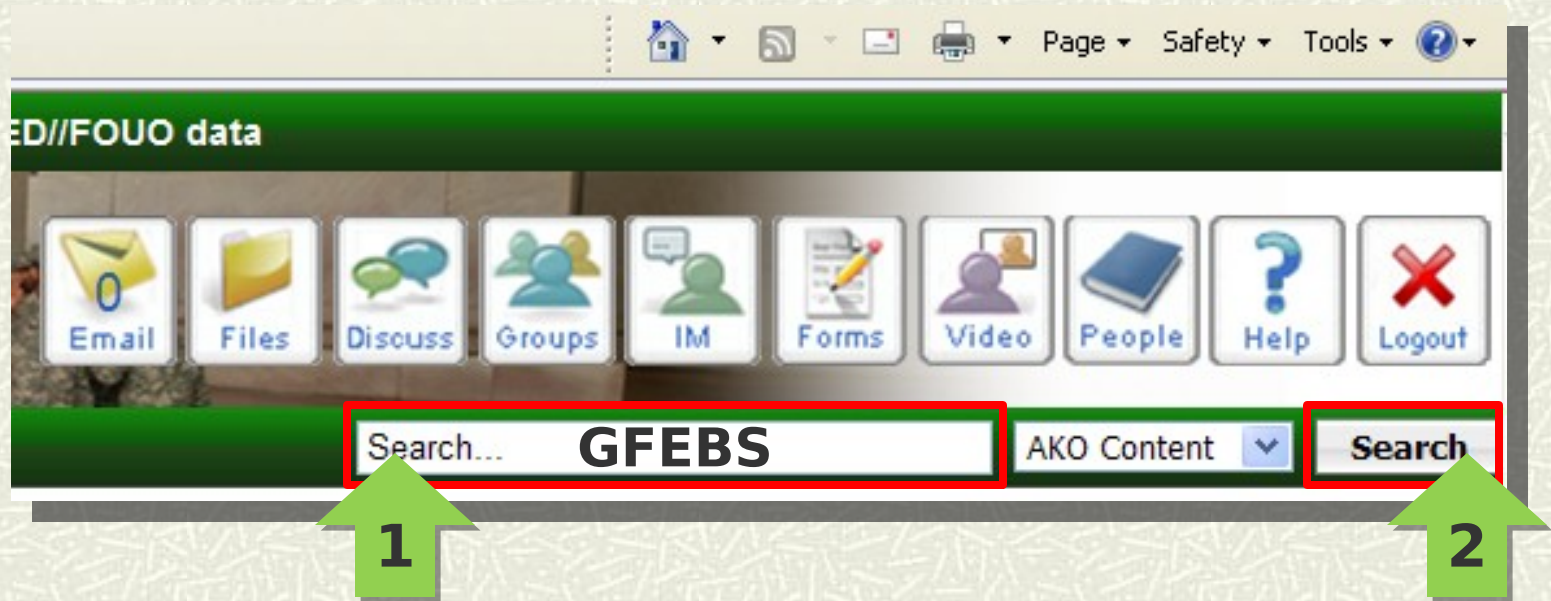
Name	Issuer
ARGUELLO, CARLOS...	DOD CA-29

OK **Cancel**

1 **2** **3**

NOTE: You will not have access to the GFEBS Portal unless you have been properly provisioned

AKO/GFEBS Access (Cont'd)



AKO Recommends



[General Fund Enterprise Business System \(GFEBS\)](https://www.us.army.mil/suite/page/247127)

General Fund Enterprise Business System (GFEBS)

<https://www.us.army.mil/suite/page/247127>

3


NOTE: *You will not have access to the GFEBS Portal unless you have been properly provisioned*

AKO/GFEBS Access (Cont'd)

Adding the GFEBS Page to your "Favorites" for easy access





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GFEBS 

Email Files Discuss Groups IM Forms

Home ▾ My Account ▾ Favorites ▾ Quick Links ▾ Self Service ▾ Search...








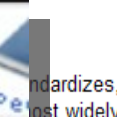
 **GFEBS Home** (Related Content ▾)  Add to Favorites

[AKO Home](#) > [DoD Organizations](#) > [Army](#) > [Headquarters, Department of the Army \(HQDA\)](#) > [Secretary of the Army \(SA\)](#) > [ASA \(Financial Management and Comptroller\)](#) > [GFEBS Home](#)


Welcome to GFEBS

General Fund Enterprise Business System
National Guard and the Army Reserve. GFEBS is the Army's Standard Operation and Maintenance Army Accounting System.





GFEBS Wallpaper
800 x 600
1024 x 768
1600 x 1200

Search... AKO C

 **Add to Favorites** Options ▾

GFEBS System

-  [GFEBS GRC \(Access Control\)](#)
GFEBS GRC
-  [GFEBS Portal \(Production\)](#)
-  [GFEBS Self-Service Home](#)
Create/View/Update Helpdesk Requests (Note: NIPRNET Access is Required)
-  [GFEBS Training and Performance Support Website \(GFEBS Help\)](#)

1

GFEBS Login procedures

Accessing GFEBS through the "Favorites Menu"

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U.S. ARMY AKO ARMY KNOWLEDGE ONLINE FOUO

Home ▾ My Account ▾ Favorites ▾ Quick Links ▾ Self Service ▾

Documents
Folders
Communities
Pages

AKO M...
New No...
New In My Files
New In My Blog
My Tasks
Tell CPT AKO/T...
G1 Suicide Prev...
Webmail Lite
AKO Speed Test
AKO Training

Pages
EagleCash Home
OTCnet Home
FM net
GFEBS Home

Complicated? The
AKO users earned the title of
successfully navigating all three
1. This self-guided, online
n and engaging (and sometimes
ers to learn how to make the
ave what it takes to succeed?
:"
d

our Army Service

• Special Event Announcements
• Training and Professional Development Announcements

Announcements AKO News AKO Select Links AKO Stats

How do you usually access AKO?
* Answer ○ Government computer, with a CAC/PIV

GFEBBS access Screen



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GFEBBS ★

Home ▾

AKO Home > DoD Organizations > Ar

> GFEBBS

Welcome to **GFEBBS System**

General Fu
National Gu
Standard O

GFEBBS Wa
800 x 600
1024 x 768
1600 x 1200

GFEBBS Sys

- GFEBBS GRC (Ac
GFEBBS GRC
- GFEBBS Portal (Production)
- GFEBBS Self-Service Home
Create/View/Update Helpdesk Requests (NIPRNET Access is Required)
- GFEBBS Training and Performance Support Website (GFEBBS Help)**
- GFEBBS Training Portal (End User Training)**
- GFEBBS 1.4 QA Portal
- GFEBBS Training and Performance Support Website (GFEBBS Help)
- GFEBBS Training Portal (End User Training)
- GFEBBS 1.4 QA Portal

GFEBBS Knowledge Management Portal

GFEBBS Leverages milSuite Knowledge Management Tools

connecting

Search...

AKO Content ▾

Remove from Favorites Options ▾

ASA (Financial Management and Comptroller) > GFEBBS

streamlines and shares critical data across the active Army, the Army
used standard accounting system for Army Installations, and the
Government Enterprise Resource Planning (ERP) systems.

The Performance Support Website (PSW) allows you to access GFEBBS simulation and walk-through training materials by course name, course topic, and by role.

Access to the GFEBBS Training Portal (TED) and/or production

GFEBS access Screen (Cont'd)

Performance Support Website (PSW)



GFEBS ★

MAIN GLOSSARY CONTACT SITE INFO SEARCH

GFEBS

- +
- +
- +
- +
- +
- +

[GFEBS Training Courses](#)

[GFEBS User Roles](#)

[GFEBS Materials A-Z](#)

[GFEBS Training Information](#)

[GFEBS Interface Monitor Training](#)

[GFEBS Reports](#)

Welcome to the GFEBS Training Performance Support Website (Training PSW)!

The GFEBS Training Performance Support Website is a key component of the GFEBS Training and Performance Support Strategy. The Training PSW contains training materials for the current wave or next wave of Training.

- GFEBS Training Courses**
- GFEBS User Roles**
- GFEBS Materials A-Z**
- GFEBS Training Information**
- GFEBS Interface Monitor Training and Tools**
- GFEBS Reports**

Expand the menus to view the available options for each course name, course topic, and by role. Click the “+” signs to expand

GFEBS access Screen (Cont'd)

Performance Support Website (PSW)

The screenshot displays the GFEBS Performance Support Website (PSW) interface. On the left is a navigation menu with a tree structure. The 'GFEBS' folder is expanded, showing 'GFEBS Training Courses' and 'Spending Chain'. Under 'Spending Chain', several sub-folders are listed, including 'L455 Invoice Processing'. This folder is highlighted with a red rectangle, and a large green arrow points from it towards the right. To the right of the navigation menu, there are three overlapping panels. The top panel is titled 'Application Tutorials' and contains a 'Listed more in' link. The middle panel is titled 'Job Aids' and contains a 'Listed more in' link. The bottom panel is titled 'User Procedures' and contains a list of topics: 'Add Misc Pay Invoice Attachment User Procedure', 'Cancel Invoice Document User Procedure', and 'Change Document User Procedure'. A yellow box on the right side of the screen contains text explaining the purpose of each section: 'Application Tutorials: step-by-step interactive transaction simulations', 'Job Aids: step-by-step in-detail transaction walkthroughs', and 'User procedures: step-by-step explained transaction based on the Job Aids (shorter and more concise)'.

GFEBS

- [GFEBS Training Courses](#)
 - [Cost Management](#)
 - [Equipment and Assets](#)
 - [Financials](#)
 - [Funds Management](#)
 - [General](#)
 - [Plant Maintenance](#)
 - [Project Systems](#)
 - [Real Property](#)
 - [Reimbursables](#)
- [Spending Chain](#)
 - [L250E Acquisition Process Overview](#)
 - [L251E Accounts Payable Process Overview](#)
 - [L451E Material and Vendor Master Data Maintenance](#)
 - [L452E Purchase Requisitioning and Approval Workflow](#)
 - [L453E Purchase Orders and Contracts](#)
 - [L454E Goods Receipt Processing](#)
 - [L455 Invoice Processing](#)
 - [Application Tutorials](#)
 - [Job Aids](#)
 - [User Procedures](#)

Application Tutorials

Listed more in

Job Aids

Listed more in

User Procedures

Listed below are topics discussed within the User Procedures category. Click a topic to navigate to more information.

- [Add Misc Pay Invoice Attachment User Procedure](#)
- [Cancel Invoice Document User Procedure](#)
- [Change Document User Procedure](#)

Application Tutorials: step-by-step interactive transaction simulations

Job Aids: step-by-step in-detail transaction walkthroughs

User procedures: step-by-step explained transaction based on the Job Aids (shorter and more concise)

GFEBS Login procedures (Cont'd)



CAC Access



WARNING! This computer is the property of the United States Department of Defense and may be accessed only by authorized personnel. Access of this system is strictly prohibited for unauthorized personnel. The Department may initiate prosecution. The Department may monitor and information retrieval is limited to, a properly authorized law enforcement investigation; information systems inspection, investigation, or inquiry; or information investigation. Users have no expectation of privacy in information, either official or personal, stored on this system, including information stored on devices.

CAC Login

1

Choose a digital certificate

Identification



The website you want to view requests identification. Please choose a certificate.

Name	Issuer
ARGUELLO, CARLOS.....	DOD CA-29

More Info...

View

OK

Cancel

2

ActivClient Login

ActivIdentity
ActivClient

Please enter your PIN.

PIN

OK

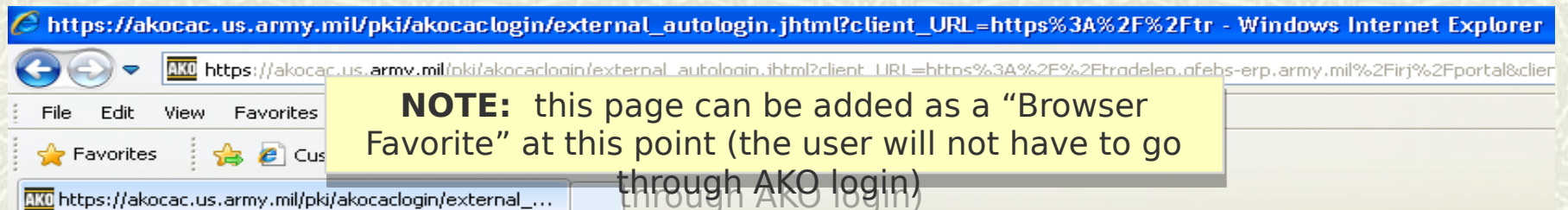
Cancel

3

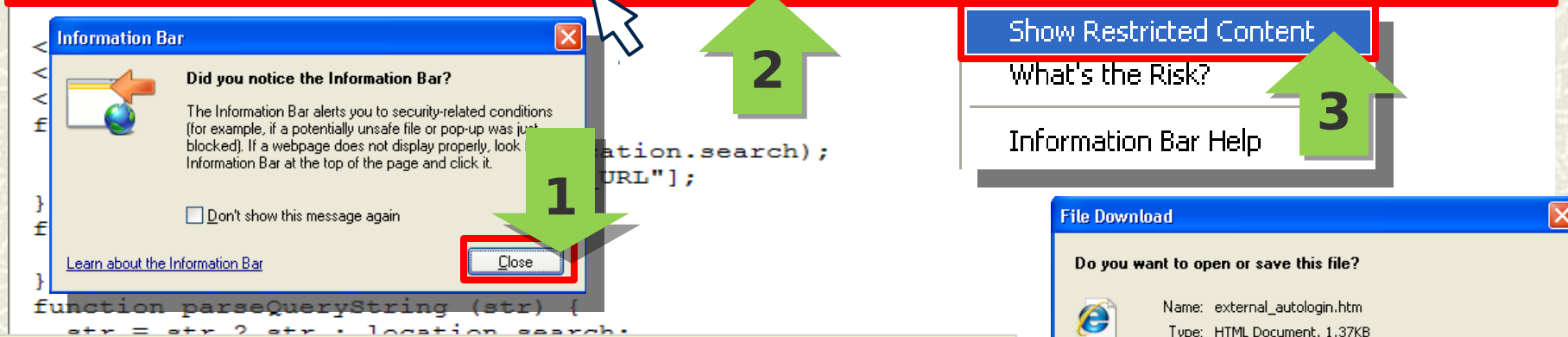
NOTE: The PSW Page may be left open while running the GFEBS page

GFEBS Login procedures (Cont'd)

Restricted Content Error remedy (temporary)

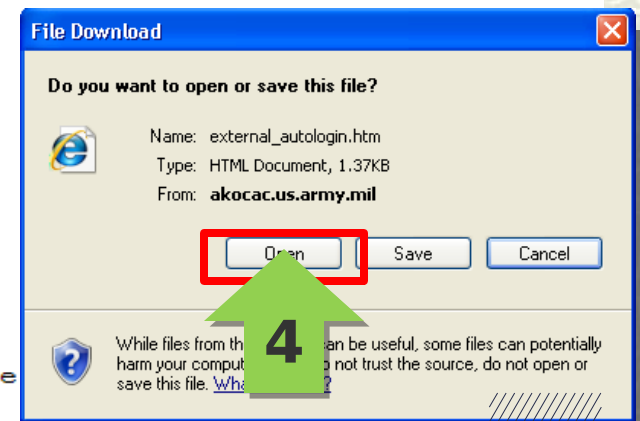


This content might not be displayed properly. The file was restricted because the content doesn't match its security information. Click here for options...



Note: this error will appear every time you log into GFEBS. This inconvenience can be alleviated by downloading and installing the the DoD (Department of Defense) Root and DoD trusted External Certificate Authority (ECA) certificates. These can be found in the AKO website under:

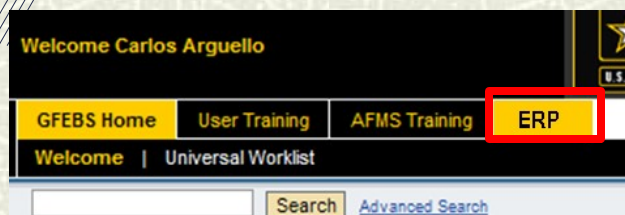
- Quick Links
- CAC Resource Center "AKO CAC Resources"
- Install the DoD Certificates
- Download and install: [InstallRoot v3.15A.exe](#)





GFEBBS Main Body screen and Menus

GFEBS Main Body screen



To exit the Main Body screen, click on the "ERP" tab to access GFEBS (only available in the production database).
For training, select "User training" then

"TED357"

Left Sidebar: Detailed Navigation, Welcome Universal Worklist

Main Content Area:

- Welcome to GFEBS!**
Date: Tuesday, 12 July 2011
ALERT: GFEBS BI Payroll Reports Available
Attention: GFEBS BI Users
How this affects you: GFEBS has maintenance for Business Intelligence the following GFEBS BI Payroll reports. We apologize for any inconvenience.
- Available Resources**
Here are some resources to help with day-to-day activities:
GFEBS Performance Support Website (PSW) - A training guides and simulations, role play and necessary to perform GFEBS
Management System - A website that provides GFEBS Computer-Based Training (CBT).
Frequently Asked Questions (FAQs) - A list of commonly asked questions.
- Support**
For any questions related to the system, please contact the GFEBS Help Desk:
Phone: 1-866-757-9771
Email: gfebs_helpdesk@accenture.com
Hours of Operation: M-F 07:00 - 17:00 ET
For any general questions or non-system related
- Upcoming DCOs/Hotlines**

Annotations:

- Important system announcements** (points to the ALERT section)
- Shortcuts to up-to-date training materials** (points to the Available Resources section)
- GFEBS technical support information** (points to the Support section)

Note: This screen is only seen in the Production (real-life) GFEBS environment.

GFEBS Universal Worklist

The Universal Worklist is another screen accessed from the GFEBS Home page tab. The worklist maintains a running list of all work items assigned to a particular user at a particular time. The user is one of the recipients of each of the work items.

On the Universal Worklist screen below, notice the tabs located along the top. Similar tabs appear in other areas of GFEBS. The tabs enable the user to view and/or input multiple pages of data while staying in the same transaction or function.

Universal Worklist

Search Advanced Search

Universal Worklist

No items found to display

An error occurred while trying to connect to the provider

Tasks Alerts Notifications Tracking

Show: New and In Progress Tasks All

Subject

U.S. ARMY

THE UNITED STATES ARMY - TRAINING

Welcome Carlos Arguello

U.S. ARMY

Help Log off

GFEBS Home User Training AFMS Training

Welcome | Universal Worklist

Search Advanced Search

The "Universal Worklist" can be accessed at any time under the "GFEBS Home" tab

SAP Easy Access - User Menu

Menu Tool Bar

The screenshot shows the SAP Easy Access interface for user Carlos Arguello. At the top, a banner includes the user's name, a U.S. Army logo, and the text 'THE UNITED STATES ARMY'. Below this is a navigation bar with buttons for 'AFMS Training', 'TED-357', 'Search', and 'Advanced Search'. A yellow callout box with a green arrow points to the 'Help' button in the top right corner, stating: 'Clicking "Help" will open the PSW in a separate window'. Below the navigation bar is a toolbar with buttons for 'Menu', 'Log off', 'System', 'User menu', 'SAP menu', 'SAP Business Workplace', 'Add to Favorites', 'Delete Favorites', 'Change Favorites', 'Move Favorites down', and 'More...'. A red rectangle highlights this entire toolbar. A green arrow points from the 'Menu' button to a yellow callout box that explains the 'Menu tool bar' and its dynamic nature. A red arrow points from the 'Menu' button to a dropdown menu that lists: 'Menu', 'Edit', 'Favorites', 'Extras', 'System', 'Help', 'Using ...', and 'SAP GUI for HTML Options'.

Welcome Carlos Arguello

AFMS Training

TED-357

Search Advanced Search

TED-357

History Back Forward

SAP Easy Access - User menu for Carlos Arguello

Menu Log off System User menu SAP menu SAP Business Workplace Add to Favorites Delete Favorites Change Favorites Move Favorites down More...

Favorites

User menu for Carlos Arguello

Menu tool bar: The Menu Toolbar is dynamic and will differ depending on the transaction. This example shows the Command field on the toolbar; however, at times this field is collapsed. The Command field accepts both commands and T-codes. Spending Chain Transaction and Command Codes Job Aids will be discussed during this class. The black lower right corners on buttons (see example below) indicate a sub-menu. This convention is used throughout GFEBS.

Menu

- Menu
- Edit
- Favorites
- Extras
- System
- Help
- Using ...
- SAP GUI for HTML Options

TED (357)

3.3.3.3. n, Status Bar and User-to-SAP Menu toggle

23

SAP Easy Access - SAP Menu



SAP Navigation pane

Welcome Carlos Arguello

U.S. ARMY THE UNITED STATES

Help | Log off GFEB

AFMS Training TED-357

Search Advanced Search

TED-357

History Back For

SAP Easy Access

Menu Log off System User menu SAP menu SAP Business Workplace Add to Favorites Delete Favorites Change Favorites Move Favorites down

Expanded

Expanded

Unexpanded

Expand the menu by utilizing the Black arrows for navigation

Favorites

- ▼ SAP menu
 - ▶ Office
 - ▶ Cross-Application Components
 - ▶ Logistics
 - ▶ Accounting
 - ▶ Human Resources
 - ▶ Information Systems
 - ▶ Tools

Office

Cross-Application Components

Logistics

Materials Management

Purchasing

Purchase Order

Create

Change

Display

Maintain Supplement

Maintain

TED (357)

The Navigation pane (or panel) shows the user's Favorites, User Menu (transactions and reports available to the user based on roles assigned), and SAP menu.

SAP Easy Access - SAP Menu

Adding/Changing Favorites (most commonly processed transactions for us)

The screenshot illustrates the process of adding a transaction to the SAP Easy Access Favorites menu. The interface includes a top banner with a welcome message and a search bar. The 'SAP Easy Access' menu is open, showing options like Menu, Edit, Favorites, Extras, System, and Help. The 'Favorites' option is highlighted. A sub-menu is displayed with options: Add (Ctrl+Shift+F6), Change, Move, Delete, Insert folder (Ctrl+Shift+F7), Insert transaction (highlighted), Add other objects (Ctrl+Shift+F8), Download to PC, and Upload from PC. A yellow callout box with a green arrow labeled '1' points to the 'Menu' button. A yellow callout box with a green arrow labeled '2' points to the 'Insert transaction' option. A yellow callout box with a green arrow labeled '3' points to the 'Transaction Code' field in a 'Manual entry of a transaction' dialog box, which contains the code 'ME21N'. A yellow callout box with a green arrow labeled '4' points to the green checkmark button in the dialog box. A yellow callout box with the text 'Enter desired transaction T-Code' is also present. The bottom status bar shows 'TED (357)'.

Click on MENU

Click Continue

Enter desired transaction T-Code

Click "Insert Transaction"

Manual entry of a transaction

Transaction Code

ME21N

Menu

Edit

Favorites

Extras

System

Help

Using ...

SAP GUI for HTML Options

Add Ctrl+Shift+F6

Change

Move

Delete

Insert folder Ctrl+Shift+F7

Insert transaction

Add other objects Ctrl+Shift+F8

Download to PC

Upload from PC

TED (357)

SAP Easy Access - SAP Menu (Cont'd)

Adding/Changing Favorites (*most commonly processed transactions for us*)

The image displays two screenshots of the SAP Easy Access and User Menu interfaces. The top screenshot shows the 'SAP Easy Access - User menu for Carlos Arguello' with a red box highlighting the 'Create Purchase Order' favorite under the 'Favorites' section. The bottom screenshot shows the 'SAP Easy Access' interface with a red box highlighting the 'Create Purchase Order' favorite under the 'Favorites' section. A yellow text box on the right explains that the saved favorite will appear in both the SAP Easy Access and User Menus, and that double-clicking on the favorite will navigate the user directly to the saved transaction.

AFMS Training
TED-357

/n Search Advanced Search

TED-357

SAP Easy Access - User menu for Carlos Arguello

Menu | Log off | System | User menu | SAP menu | SAP Business Workplace | Add to Favorites | Delete Favorites | Change Favorites

- ▼ Favorites
 - ✳ Create Purchase Order
- ▼ User menu for Carlos Arguello
 - ▶ Role YAS_EC_GN_COMMON_ROLE

AFMS Training
TED-357

/n
TED-357

SAP Easy Access

Menu | Log off | System | User menu | SAP menu | SAP Business Workplace | Add to Favorites | Delete Favorites | Change Favorites

- ▼ Favorites
 - ✳ Create Purchase Order
- ▼ SAP menu
 - ▶ Office
 - ▶ Cross-Application Components
 - ▶ Logistics
 - ▶ Accounting
 - ▶ Human Resources
 - ▶ Information Systems
 - ▶ Tools

The saved favorite will appear in both the SAP Easy Access and User Menus. Double-clicking on the favorite will navigate the User directly to the saved transaction



Command Codes, Transaction Codes Shortcuts

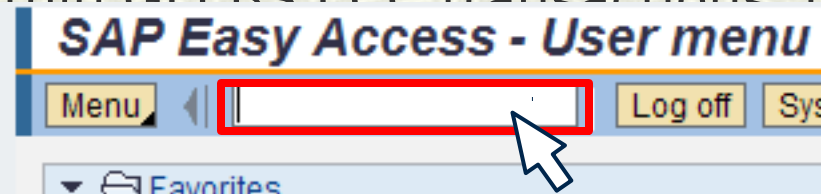
Command and Transaction Codes



GFEBs uses command codes, transaction codes (T-codes) and shortcuts to relay instructions to the system. T-codes and command codes are slightly different.

A T-code is a unique identifier attached to each transaction in SAP. A command code is the text typed into the Command field in order to access a transaction. It consists of the T-code when the user is on the home screen (the SAP Easy Access Menu) or of the T-code and a prefix if the user is currently working within a transaction.

With any system, shortcuts are popular with users. These shortcuts are keys or key combinations that command the system to take action. Within GFEBs ECC transactions, the shortcuts shown below are



Command and Transaction Codes

Command Code

Action

SAP Easy Access - US Menu << ME21N
SAP Easy Access - US Menu << /N
SAP Easy Access - US Menu << /NMIRO
SAP Easy Access - US Menu << /O
SAP Easy Access - US Menu << /OMIGO
SAP Easy Access - US Menu << /I
SAP Easy Access - US Menu << /Nend

- Takes the user to the associated transaction if currently at the SAP Easy Access Menu. In this case, create a PO
- Ends the current transaction and returns the user to the SAP Easy Access Menu (the water screen)
- Ends the current transaction and starts a new specified transaction. In this case, an Invoice.
- Displays an overview of the open sessions.
- Starts a new session with the specified transaction while keeping the current session open.
- Closes the active session.
- Ends the current transaction and prompts the user to log off SAP.

NOTE: Mission Specific Transaction Codes will be covered in depth during

Types of Transaction Codes

GFEBS uses numerous T-codes. Some will become familiar to the user due to frequency of use. Those T-codes are recommended for the user's Favorites list. The following hints may assist in understanding T-codes that are less familiar. These hints are guidelines and not true in all cases.

<u>T-Code ending in:</u>	<u>The T-Code will:</u>	<u>Example</u>
1	Create a new transaction.	<u>FMZ1</u> - Create Funds Commitment
2	Change a saved transaction	<u>FB02</u> - Change Document
3	Display a transaction.	<u>XK03</u> - Display Vendor

Transaction Codes for Reports will usually start with the letter "S".
Example: **S_P99_41000099** - Payment List

NOTE: Mission Specific Transaction Codes will be covered in depth during

System Shortcuts



With any system, shortcuts are popular with users. These shortcuts are keys or key combinations that command the system to take action. Within GFEBS ECC transactions, the shortcuts shown below:

Action	Shortcut
Back	F3
Cancel	F12
Choose	F2
Copy	Ctrl + C
Create	F6
Cut	Ctrl + X
Display/Change	F7
Exit	Shift + F3
Help	F1
Last Page	Ctrl + Page Down
Next Page	Page Down

Action	Shortcut
Page Up	Ctrl + Page Up
Paste	Ctrl + V
Possible Values	F4
Previous Page	Page Up
Save	F11 (from within a transaction)
Tab left	Shift + Tab
Tab right	Tab
Undo	Ctrl + Z
Up, down, left, right	Arrow Keys

Status Bar Messages



When processing or saving transactions, the Status bar will return different messages in the Status Bar at the lower left-hand corner of the screen including:



Information messages: these messages indicate that the entry has been accepted and is displayed as a green button with a lower case letter I in it.



Warning messages: these messages indicate that the data may contain errors but does not prevent you from processing a transaction. Warning messages are displayed as a yellow button with an exclamation (“!”) mark.



Error messages: these messages indicate that there is a mistake that must be corrected before you can proceed to the next screen. Error messages are displayed as a red button with an exclamation point (“!”). GFEBs will not let you continue until you correct the entry.

Messages (Error)



When processing a transaction, the system will notify the user if input data is missing, inaccurate or it fails system checks prior to processing. The user will be unable to save the work unless these indicators are cleared by making additional input or the necessary corrections. The icon may appear in multiple portions of the transactions screen; all errors must be cleared prior to saving the transaction. These errors are also known as “Hard Stops”.



If this icon is present in any field, the user must make the necessary corrections.

The screenshot shows a window titled "Messages" with a table of error messages. The table has three columns: "Type", "Message text", and "LText". The "Type" column contains icons: a red circle with a black crosshair (Hard Stop), a yellow triangle with a black exclamation mark (Warning), and a green checkmark (Success). The "Message text" column contains the error messages. The "LText" column contains a question mark icon.

Type	Message text	LText
<input type="checkbox"/>	DocHeader	
<input type="checkbox"/>	Purchase requisition still contains items with errors	
<input type="checkbox"/>	Item 10	
<input type="checkbox"/>	Requester/Approval DODAAC is mandatory. Customer Data->Workflow	
<input type="checkbox"/>	No Approvers found for PR. Please contact WF Approvers Administrator.	
<input type="checkbox"/>	Can delivery date be met?	
<input type="checkbox"/>	Enter a quantity	
<input type="checkbox"/>	Please enter material number or account assignment category	?
<input type="checkbox"/>	Item 10 Acct Assgt	
<input type="checkbox"/>	No commitment item entered in item 00010 ARMY	?

At the bottom of the window is a toolbar with icons for Edit, Technical Information, and other functions. The status bar at the bottom right shows a red circle with a black crosshair icon and the number 5.

Messages (Error) (Cont'd)



Click on the Icon. This will prompt the system to display the error specifics (the errors would've appeared automatically upon an attempt to "Save" or "Check")

Place a check mark next to the desired error needing correction (multiple can be checked)

Message text	LText
Item 10	
Requester/Approval DODAAC is mandatory. Customer Data->Workflow	
No Approvers found for PR. Please contact WF Approvers Administrator.	
Can delivery date be met?	
Enter a quantity	
<input checked="" type="checkbox"/> Please enter material number or account assignment category	
Item 10 Acct Assgt	
<input type="checkbox"/> No commitment item entered in item 00010 ARMY	

Buttons: [Check] [Edit] [Technical Information] [Navigation icons]

Please enter material number or account assignment category

Message no. 06026

Diagnosis

You have entered neither the **material number** nor the **account assignment category** in the item. An item representing a material without a **master record** (i.e. no material number is specified) or a service must have an account assignment category.

Double clicking on a specific error will display a suggestion to fix the error



Click "Edit" to correct errors. By selecting this option, the system will take the user directly to the erroneous field

Correct input error or input missing data

Material	Short Text
1	

System Tips



In order to gain more input space within the screen, use the F11 function key to “minimize” the webpage header. The same procedure will return the screen to its normal state and size.

“Single-Click” on the Green portion of the Header, then press **F11**

The screenshot displays the SAP NetWeaver Portal interface. The top header bar is green and contains the text 'THE UNITED STATES ARMY - TRAINING' and 'GFEBS'. A yellow callout box with a green arrow points to this header area, with the text '“Single-Click” on the Green portion of the Header, then press **F11**'. Below the header, the main content area shows the 'Create Purchase Order' form. A red bracket highlights the table area below the form. The table has columns for Item, Material, Short Text, PO Quantity, O., Deliv. Date, Net Price, Curr., Per, O., Mat. Group, Pint, Stor. Location, and Bat. The bottom of the screen shows the 'Default Values' and 'Add Planning' buttons.



Search and Input Field assistance Tips

F1 Key- Specific input field assistant

Welcome Carlos Arguello

AFMS Training
TED-357

/n Search Advanced Search

TED-357

Create Purchase Order

Menu Save Back Exit Cancel System

Standard PO Vendor

Additional Data Org. Data Status Customer Data

Purch. Org. Purch. Group Company Code

PO Quantity

Default Values Addl Planning

Performance Assistant

Purchasing Group

Key for a buyer or a group of buyers, who is/are responsible for certain purchasing activities.

Use

- Internally, the purchasing group is responsible for the procurement of a material or a class of materials.
- Externally, it is the medium through which contacts with the vendor are maintained.

Location Batch

“Single-Click” in the input field you require assistance with then press the **F1** function

Input Fields in all screens will have this help option

Specific Field data input and search

The screenshot displays the AFMS Training interface. The main window is titled 'Create Purchase Order' and includes a 'Purch. Org.' field and a 'Purch. Group' dropdown menu. A green arrow points from the 'Purch. Group' dropdown to the 'Purchasing Group (1)' search window. This search window lists various purchasing groups with their descriptions. A second search window, 'Restrict Value Range (1)', is also visible, showing search criteria for 'Vendors by Country'.

If the data is known, it may be input directly into the desired field (the system will accept it if the data has already been staged in the database).

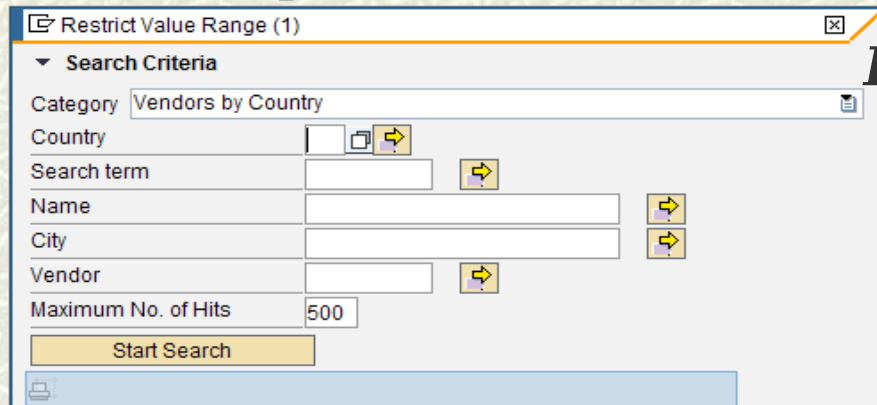
If the data is unknown, most fields will offer a Search option

Click the "Search" button. One of two options will appear based on the field. The amount of returns will dictate which option is given to the user. 1. Select the data. 2. Search the database for the desired data.

Note: The **F4** key may also be used to prompt the Search windows

Search windows and Wildcards

Example “Vendor” Search window



Restrict Value Range (1)

Search Criteria

Category: Vendors by Country

Country: [] [] []

Search term: [] []

Name: [] []

City: [] []

Vendor: [] []

Maximum No. of Hits: 500

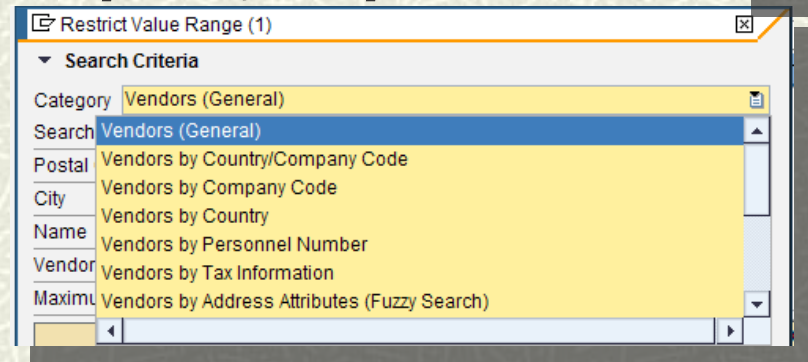
Start Search

Search windows will offer various options based on the selected field. The criteria will be different for each Field.

-Items with this icon will allow you to select a search option. Selecting a different option will change the Search Fields within the window.

-Items with this icon will require you to enter “Single Value” and “Range” search criteria:

Example of “Options available”



Restrict Value Range (1)

Search Criteria

Category: Vendors (General)

Search: Vendors (General)

Postal: Vendors by Country/Company Code

City: Vendors by Company Code

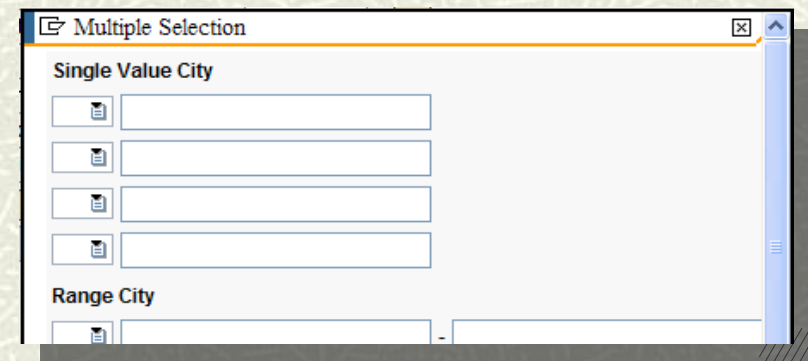
Name: Vendors by Country

Vendor: Vendors by Personnel Number

Maximum: Vendors by Tax Information

Maximum: Vendors by Address Attributes (Fuzzy Search)

Example of “Search criteria required”



Multiple Selection

Single Value City

[] [] [] []

Range City

[] - []

Search windows and Wildcards (Cont'd)

examples utilizing the “Vendor Search” Search window

There are instances when a search is required, but the user does not have detailed information with which to search. In these cases, a wildcard can be used. The wildcard replaces one or more characters in the search criteria. The wildcard can also represent no character. The asterisk (*) is the character used as a wildcard in GFEBS.

Partial Criteria Surrounded by Wildcards:

company - when input in the “Name” field, this will produce all Vendors with the word “company” within their name.

FORD	ABBOTT BALL COMPANY THE	14
ARK	ABC ACQUISITION COMPANYAB	658
URG	13-50 INVESTMENT COMPANY	006D1
S	A& M GLASS COMPANY INC	RMT00DT8

Partial Criteria ending in a Wildcard:

4623* - when input in the “Postal Code” field, this will produce all Vendors with a Zip Code starting with the provided data.

0035N	4623	GUNSKIRCHEN	BOMBADIER ROTAX GMBH M
00BL3	46231-0000	INDIANAPOLIS	EMS HERRITAGE LABORATO
00MG4	46239-1048	INDIANAPOLIS	ASSOCIATED MATERIAL HAN
00S11	46237-0000	INDIANAPOLIS	ABC CUTTING CONTRACTOR

Search windows and Wildcards (Cont'd)

examples utilizing the “Vendor Search” Search window

Partial Criteria Preceded by a Wildcard:

***city** - when input in the “City” field, this will produce all Vendors located in cities with the word “city” at the end of their name.

01SR0	35010-0000 ALEXANDER CITY	GRIGGS ROBE
02LJ9	08401-0000 ATLANTIC CITY	SCHIFF-CHARM
038N8	75411-9714 ARTHUR CITY	PARIS PEST CO
04JC3	37015-0000 ASHLAND CITY	KAYDON CONS

Non-consecutive Partial Criteria with Wildcards:

jo*n* - when input in the “Name” field, this will produce all Vendors with the letters JO and N within their name (in that order).

AU	Z3142	JOBLING JAMES A PTY LTD	NIAGARA PARK
AU	ZS860	JOAN BARRY THEATRICAL SUP	SYDNEY
BE	B6210	JO GOVAERTS NV	ALKEN
CA	L4485	JOAN ROBERTS CONSULTING	TORONTO
DE	C2595	JOBIS BEKLEIDUNGSINDUSTRI	BIELEFELD

Note: The previous examples showed names, but the same rules hold true for placement of wildcards in numbers. SFIS and GFEBS codes composed of numbers may be searched utilizing the above examples.



GFEBBS additional Training tools and resources

milWiki Training Site



GFEBs Knowledge Management Portal

GFEBs Leverages milSuite Knowledge Management Tools

GFEBs is now using milSuite in conjunction with AKO to improve knowledge sharing, information exchange, and for the user, you can receive Project and system updates/announcements for GFEBs Project information including job aids, CONOCs, and more. Visit the [GFEBs milBlog](#) page.

Shortcut to the milWiki Portal

1

milSuite is a secure Web 2.0 Knowledge Management suite of capabilities dedicated to the use of Web 2.0 and social media to enhance these capabilities to enhance the knowledge base of the user community. As a GFEBs user, you can receive Project and system updates/announcements for GFEBs Project information including job aids, CONOCs, and more. Visit the [GFEBs milBook](#) group. The [GFEBs milWiki Portal](#) is quickly becoming the "one-stop-shop" for GFEBs news and events via the [GFEBs milBlog](#) page.

For your convenience, here are some [tips and tricks](#) for accessing and navigating the milSuite capabilities. You can access the milSuite tools by click the links in the text above or clicking on the images below.

[milbook2](#) [wikiscreen2](#) [milblog2](#)

Shortcuts to specific sections of the milWiki Portal

NOTE: This may be accessed through the AKO GFEBs home page (bottom portion)

NOTE: Users must first register to the "milSuite" portal in order to gain access to the training materials. See next slides.

milSuite

YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS)
THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential.
- This site is not approved for Personally Identifiable Information (PII). If you suspect PII, please contact milsuite.mil@us.army.mil. For more information on PII, review [DoDD 5400.11](#), the DoD Privacy Program.

By clicking the "I AGREE" button below, you're accepting the terms and conditions mandated above

2

I AGREE

milWiki Training Site (Cont'd)

Requesting Access

milSuite

Sorry, but we had trouble with your account. Choose a digital certificate

Below are a few common reasons a user may have trouble with their account.

Do you have a milSuite Account?

If this is your first time accessing milSuite, you will need to create an account. milSuite professionals working together and collaborating to improve the quality of life for the military community.

[Click here to register!](#)

If you are having trouble with registration, please contact your system administrator.

Choose a digital certificate

Identification

The website you want to view requests identification. Please choose a certificate.

Name	Issuer
ARGUELLO.CARLOS....	DOD CA-29
ARGUELLO.CARLOS....	DOD EMAIL CA-29

More Info... View Certificate...

OK Cancel

First Name: your data

Middle Name: your data

Last Name: your data

Enterprise Username: your data

Telephone Number: your data

E-mail: your data

CAC Serial: your data

CAC CA: your data

Create New Account

NOTE: It may take up to 10 minutes for your account to be activated in the system.

Verify your information and create the account

milWiki Training Site (Cont'd)

Website breakdown

The screenshot shows the milWiki Training Site interface. At the top, there's a navigation bar with the milWiki logo, a search bar, and user links for Carlos.f.arguello. Below this is a green banner with the text "SENSITIVE BUT UNCLASSIFIED//FOUO". The main content area is titled "Portal:GFEBS" and includes a sub-header "This article is for the GFEBS Portal. For the Weapon System Portfolio, please see GFEBS (System)". A horizontal menu bar contains several items: "Page", "Running GFEBS", "Digital Content Book", "Training", "Command Specific Job Aids", "Provisioning", and "Lessons Learned". Below this menu, there are several callout boxes pointing to specific content areas: "GFEBS news, key links and latest information" points to the "Page" link; "GFEBS Class information and schedules" points to the "Training" link; "Lessons Learned" points to the "Lessons Learned" link; "Access to GFEBS guidelines" points to the "Provisioning" link; "Location and duty specific Job Aids" points to the "Command Specific Job Aids" link; "Various online transaction walkthroughs" points to the "Digital Content Book" link; "Helpful training resources and websites" points to the "Running GFEBS" link; and "Other milWiki Resources" points to the "Main Page" link in the left sidebar. The left sidebar also contains links for "Main Page", "Create an Article", "Categories", "New Articles", "All Portals", "Recent Changes", "Support", "Start here", "Help", "milWiki Tutorial", "Community Portal", "Sandbox", "Guidelines", "milSuite", and "Toolbox". The main content area also features a section titled "The General Fund Enterprise Business System (GFEBS)" and a list of links for "Command Specific Job Aids".

Portal:GFEBS

This article is for the GFEBS Portal. For the Weapon System Portfolio, please see GFEBS (System).

Page Running GFEBS Digital Content Book Training Command Specific Job Aids Provisioning Lessons Learned

GFEBS news, key links and latest information

GFEBS Class information and schedules

Lessons Learned

Access to GFEBS guidelines

Location and duty specific Job Aids

Various online transaction walkthroughs

Helpful training resources and websites

Other milWiki Resources

For your convenience, here are some tips and tricks for accessing and navigating the different milSuite tools GFEBS is leveraging to support the GFEBS user community.

GFEBS AKO Public Files



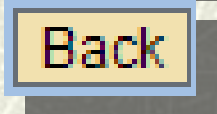
GFEBS Files				
Public Files GFEBS				
Copy Download Send Link Low Bandwidth Mode Tiles View				
<input type="checkbox"/>	Name	Type	Creator	Size
<input type="checkbox"/>	1 Deployment Activities & Templates*	Folder	brenna.c.flynn	6086 files
<input type="checkbox"/>	2 Stakeholder Meetings*	Folder	kevin.f.marrin	327 files
<input type="checkbox"/>	ARCENT Green-Line Training Project*	Folder	jonathan.b.case	90 files
<input type="checkbox"/>	ARMY TRAINING - GFEBS FFCRSPPE*	Folder	amit.luthra	272 files
<input type="checkbox"/>	ARMY TRAINING - Wave 5*	Folder	amit.luthra	777 files
<input type="checkbox"/>	ARMY TRAINING - Wave 8a Carryover*	Folder	warren.d.whitted	702 files
<input type="checkbox"/>	ARMY TRAINING - Wave 8b*	Folder	edward.valles3	859 files
<input type="checkbox"/>	Communications*	Folder	shawn.dai	567 files
<input type="checkbox"/>	Configuration Management*			28 files
<input type="checkbox"/>	CONOPS*			125 files
<input type="checkbox"/>	Cost Management 101 Train			1 file
<input type="checkbox"/>	Data Validation*			2946 files
<input type="checkbox"/>	DCO Presentations*			1 file
<input type="checkbox"/>	DFAS*			342 files
<input type="checkbox"/>	Functional Integration*			79 files
<input type="checkbox"/>	GFE Laptop Reference Docu			11 files
<input type="checkbox"/>	GFEBS Communications Events	Folder	kye.cresie	1 file
<input type="checkbox"/>	GFEBS FAQs*	Folder	kevin.f.marrin	7 files
<input type="checkbox"/>	GFEBS Final EXORD*	Folder	michael.g.cordingley	23 files
<input type="checkbox"/>	GFEBS IA Documentation*	Folder	ted.zweig	11 files

Once granted access to the GFEBS Training Environment, the user will have access to a vast quantity of shared training and lessons learned materials.

System Tips Handout



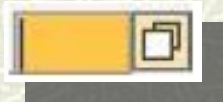
- Never utilize the browser “BACK” button while in the GFEBS environment. It will cause the “Webpage to Expire”



- When needing to go back to the previous screen, utilize this button not the browser back button



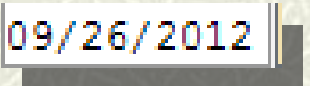
- Using the “TAB” key is the best way to navigate through input fields. TAB will move the cursor to the next available field; “Alt + TAB”, to the previous field.



- Active fields or fields that your cursor is in will be highlighted in orange.



- Required fields must be completed to process a transaction and are usually denoted by a checkmark.



- Dates are displayed and entered in MM/DD/YYYY format



- This icon Collapses menus



- This icon Expands menus

System Tips Handout (Cont'd)

Conditions

- This particular TAB indicates there are multiple TABS not shown on the particular Header.



Delivery/Invoice
Conditions
Texts
Address
Communication
Partners
Additional Data
Org. Data
Status
Customer Data

- These ICONS will allow the user to navigate from TAB to TAB (left to right and vice versa). Clicking the folder will allow the user to select a specific TAB not shown on the menu.

GFEBS useful Links



GFEBS Home Page

<http://www.gfebs.army.mil/>

Army Knowledge Online (AKO)

<https://www.us.army.mil>

Performance Support Website (PSW)

<https://trgdelep.gfebs-erp.army.mil/rwdhelp/nav/index.htm>

milWIKI

<https://www.milsuite.mil/login/Login?goto=https%3A%2F%2Fwww.milsuite.mil%3A443%2Fwiki%2FPortal%3AGFEBS>

13th Financial Management Center GFEBS guidance Portal

https://www.milsuite.mil/login/Login?goto=https%3A%2F%2Fwww.milsuite.mil%3A443%2Fwiki%2FPortal%3A13th_Financial_Management_Center



QUESTIONS

CFEBS?

GENERAL FUND ENTERPRISE BUSINESS SYSTEM